



City of Gulfport, Mississippi
Job Description

Camp Counselor (COUN)

Department: 411 – Leisure Services

EEO Class: Service Workers

Date Revised: 3/18/2010

FLSA Status: Non-Exempt

Date Approved:

Position Overview

Under the direction of the Camp Director, and Summer Camp Program Coordinator, the Summer Camp Counselor supervises a group of assigned children using good management techniques. The primary responsibility for a Camp Counselor is to provide a safe environment for children and encourage good health and safety practices, but to also provide children with a variety of enriching experiences.

Essential Job Functions

Essential duties and functions, pursuant to the Americans with Disabilities Act, May include the following. Other related duties may be assigned.

- Attends all required meetings, training, and in-services brought forth by the Camp Director or Assistant Camp Director.
- Assumes responsibility for and supervision of campers each day.
- Implements and participates in activities and programs designed for the day camp. Provides appropriate supervision and instruction to each camper in all programs and activities.
- Maintains positive interpersonal relations among everyone involved in the camp program including children, parents, camp supervisor and other staff members.
- Oversees the enforcement of camp rules at all times. Implements behavior management strategies according to established guidelines.
- Maintains the cleanliness of all areas of camp utilized by camp staff and campers including mopping, sweeping & sanitizing restroom facilities.
- Performs all other duties as assigned.

Knowledge, Skills and Abilities

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Must be able to demonstrate knowledge of American Red Cross adult, child and infant CPR; and standard first aid.
- Must have a comprehensive knowledge of child development; and group management techniques.
- Must have the ability to remain calm and act resourcefully in an emergency

- and in stressful situations.
- Must have the ability to communicate effectively, verbally and in writing.
- Must have the ability to participate in activities with campers (physical requirements are listed below) .
- Follows verbal and written directions.
- Ability to greet the general public tactfully and courteously.
- Ability to maintain harmonious and effective working relationships with other employees, supervisor and other departments.

Education and Experience

High School Diploma or equivalent. A minimum of one (1) year professional experience in childcare and recreational programs is preferred. Must complete 15 hours of approved in-service training.

Required Licenses, Certificates, and Background Checks

- Current Certification in Adult/Child CPR
- Current Certification in Basic First Aid
- Current Certificate of Immunization (121)
- FBI Fingerprint Background Check Clearance
- Child Abuse Central Registry Check Clearance

Physical Demands and Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work of this nature requires extensive walking (up to 50%) and standing (up to 50%) on varying types of surfaces; lifting (up to 50 lbs.); climbing; balancing; stooping; kneeling; crouching; crawling; reaching; grasping; feeling; and repetitive motions. Some infrequent running (up to 10%) may also be required.

Vision abilities required by this job include close vision and the ability to adjust focus.

Vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly.

Hearing is required to perceive information at normal spoken word levels.

Working conditions are both indoors and outdoors (up to 50%). Work in extreme conditions including heat, humidity, and inclement weather can be expected.